

# SENIOR or LICENSED SURVEYOR POSITION DESCRIPTION

<b>Company:</b>	McKenzie & Co. Consultants Ltd
<b>Reports to:</b>	Jerome Feuillade
<b>Location:</b>	Taupo

## **Purpose of Role**

The Senior/Licensed Surveyor role leads cadastral work and implementation for land development projects to support the purpose and mission of McKenzie & Co 'to develop great places and people'. You will do this whilst working collaboratively to provide excellent surveying services for projects undertaken by McKenzie & Co.

## **Key Accountabilities**

### **Project Management**

- Obtain/develop client/developer's brief
- Facilitate projects from initiation through to title creation
- Manage scope, time and cost for client's projects
- Seek and engage required sub consultants on behalf of the client

### **Relationship Management**

- Establish and maintain relationship with clients
- Identify what clients require and get agreement on how to proceed
- Communicate in a timely manner, doing what you say you will do
- Build trust through clearly articulating what we can do for our clients and developers. Show a flexible and professional approach at all times
- Work with sub-consultants within the consultant team
- Liaise and work with Council and lawyers

### **Land Transfer Surveys**

- Provide land transfer advice in the preparation of the scheme plans
- Identify risks for client and give alternative options/recommendations
- Peer review scheme plans
- Provide direction for land transfer surveys for brownfields and greenfield developments
- Undertake land transfer surveys and prepare 223 plans for Council and subsequent lodgment with Landonline



## **Engineering Surveying**

- Assist with the data collection for initial topographical surveys
- Prepare survey control for the development
- Co-ordinate the data collection and preparation of asbuilts for compliance
- Support land development projects through the provision of timely survey delivery

## **Cadastral Surveying**

- Follow appropriate cadastral survey practices
- Review scheme plans for cadastral correctness
- Identify potential cadastral legal issues, liaising appropriately with lawyers
- Conduct certifying cadastral (land title) surveys and boundary retracements
- Experience with 12d, eSurvey, and Landonline
- Prepare resource consent applications

## **Engineering Design/Construction**

- Take masterplan through to detailed design
- Identify risks for client and give alternative options/recommendations, don't just say no!
- Peer review detailed design
- Prepare schedules and tenders for civil contract procurement
- Undertake contract observation, administration and certification of contract claims

## **Business Development**

- Bring in new clients through networks, involving other team members where appropriate
- Allocate resources appropriately
- Assist in internal project development
- Assist in the development of internal processes
- Assist in the preparation of feasibilities for projects

## **People Management**

- Induct new team members
- Provide coaching and guidance to junior team members
- Deal with any performance issues in a professional and constructive manner

## **Internal Requirements**

- Champion McKenzie & Co Quality Management Programme and its policies/procedures
- Champion McKenzie & Co Health and Safety policy/procedures
- Assist with technical development of company Quality Assurance systems
- Comply with administration requirements, e.g., completion of timesheets, attending or running internal meetings and other day-to-day matters as may arise and as would normally be expected in an office environment.

## Competencies/Skills Required for Job

Experience specifically focused on land development and subdivision design is the main requirement for this role. We are looking for somebody with the following attributes:

- Must be BSurv; Licensed Cadastral Surveyor or Registered Surveyor
- Minimum of 7-8 years land development experience required
- Experience in high density freehold/strata and unit title developments
- Good project management skills and experience
- People management skills and experience
- Comfortable with both flexibility and structure, is highly organised
- Has a positive attitude and hungry to develop
- Strong communication skills – written and verbal
- Good presentation, attention to detail, relationship and interpersonal skills
- Can demonstrate ‘good survey practice’
- Must have a thorough knowledge of GNSS, robotic total stations, UAV, and leading software for fieldwork, data collection, and data processing. Use of 12d/ Civil 3D and Landonline essential

## Key Relationships

- Councils and utility providers
- Directors
- Senior Leadership Team
- All employees
- All clients and stakeholders
- General public
- Specialist technical consultants i.e., urban designers, geotechnical engineers, ecologists etc.

## Apply

We're accepting applications now. To apply, visit the Careers page on our [website](#) or email [careers@mckenzieandco.co.nz](mailto:careers@mckenzieandco.co.nz) (including a cover letter and CV).

We'd love to have you join us!

